



Bulletin

2006-11B

TO: Board of Assessors and Selectmen/Mayors

FROM: Gerard D. Perry, Deputy Commissioner

DATE: August 2006

Course 101

The Department of Revenue's basic course for assessors, Course 101, Assessment Administration: Law, Procedures, Valuation is offered three times a year: spring, summer and fall. The Fall 2006 session will be offered at night in Worcester at the College of the Holy Cross, Henry M. Hogan Campus Center, Room 401. This six night course will be held on October 4, 11, 18, 25 and November 1, and 8, 2006 from 6:00 PM to 9:00 PM. Participants must attend five out of six sessions to meet the attendance requirements for the examination.

Attendance at Course 101 and successful completion of the examination satisfies minimum qualification requirements for assessors that were established by 830 Code of Massachusetts Regulation (CMR) 58.3.1. Assessors, and assistant assessors with valuation responsibilities, must fulfill minimum qualifications within two years of the date of their original election or appointment. All participants who successfully complete this course will receive a certificate via e-mail.

A course schedule will be provided to all registered attendees prior to the start of the course. Course 101 attendees should download the handbook from the Division of Local Services' web site (www.mass.gov/dls) under "Training and Seminars" and bring the appropriate chapters to class each week. The examination will be available online at the conclusion of the course and must be returned to the Division by e-mail. **Therefore, all registrants must have access to a PC with Internet access and Excel version 5.0 or higher in order to take the examination. Please be sure to provide an e-mail address on the attached registration form.**

Directions to are available online at <http://www.holycross.edu/directions/hogan.html>.

The Spring 2007 session will be held at the New Bedford Free Public Library located at 613 Pleasant Street. This course will be conducted during the day from 9:00 AM to 4:30 PM, Monday March 26 through Wednesday March 28, 2007.

REGISTRATION

To register for the Fall 2006 course, please return a copy of the enclosed form for each person attending the training program. Registrations for the Spring 2007 will not be accepted at this time.

Your completed registration may be mailed to:

Donna Quinn
Division of Local Services
PO Box 9569
Boston, MA 02114-9569

OR

Faxed to: (617) 626-2330

All registrations must be received by Wednesday, September 27, 2006. If you have any questions regarding the training, you may call Donna Quinn, Assistant Training Coordinator at 617-626-3838.

The Department of Revenue does not charge local officials or their staff for attendance at Course 101. However, anyone **not** affiliated with local government will be charged \$50.00 (Please make checks payable to the Commonwealth of Massachusetts).

Registrants should plan to arrive 15 minutes early (5:45 PM) for the first session scheduled for October 4, 2006. Please remember to bring a hand held calculator and a pen/pencil to class.

DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES

COURSE 101 REGISTRATION FORM

Fall 2006 Course 101 (The College of the Holy Cross, Worcester)

SALUTATION: (please circle) Mr. Ms. Mrs. Other (specify) _____

YOUR NAME: _____
(PLEASE PRINT CLEARLY)

ADDRESS: _____

CITY/TOWN: _____

ZIP CODE: _____ PHONE: Business () _____ Other () _____

E-MAIL ADDRESS: _____ (MUST BE COMPLETED)

Position: (circle one) Assessor Assistant Assessor Other (specify) _____

Your Original Election/ Appointment Date: _____

Current Community or Company Name: _____

NAME OF INDIVIDUAL YOU REPLACED: _____

List any community you were previously affiliated with: _____

TO REGISTER:

Mail the completed form to: Donna Quinn
Division of Local Services
PO Box 9569
Boston, MA 02114-9569

OR

FAX the completed form to: (617) 626-2330